



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Staff Personnel Program Analyst or Staff Services Manager I

SALARY:	\$5079 - \$6127	POSITION NUMBER:	363-610-5313-009
TENURE*/TIME BASE:	Permanent/Full-Time	FINAL FILING DATE:	April 10, 2009

Are you looking for a fabulous place to work where teamwork is a way of life? The Department of Personnel Administration is it! We are looking for an enthusiastic and talented individual to join our team. DPA offers convenient transportation options, including light rail, pre-tax parking, on-site ATM, shopping and a variety of nearby restaurants. This position is excluded from Collective Bargaining and receives enhanced benefits.

Under general direction, incumbent develops and oversees the administration of a variety of statewide personnel management and compensation initiatives; conducts personnel management system studies; conducts or leads reviews of personnel programs; confers with line department representatives to identify departmental management problems in order to address current needs and anticipate personnel management services necessary; convey DPA management philosophy and encourages its application with the assigned department's personnel management practices; promotes the use of effective and proactive management principles; in cooperation with the Labor Relations Division, serves as a consultant to DPA Labor Relations Officers for assigned bargaining units; acts as liaison to management, line departments and control agencies, providing professional personnel management services to partners, stakeholders, and customers such as State departments, DPA staff, Governor's Office, and the Legislature; and provides consultation and direction to line departments, Labor Relations Division, and DPA management on the administration of statewide layoffs.

DESIRABLE QUALIFICATIONS:

Strong analytical, communication and writing skills, personnel management experience in either a control agency setting or in a line department, and familiarity with principles of classification and pay, salary setting, and requirements of the Dills Act.

WHO MAY APPLY:

Persons currently in the classification on a permanent basis, have list or transfer eligibility for Staff Personnel Program Analyst and/or Staff Services Manager I. **Applications will be screened and only the most qualified will be interviewed.**

Questions regarding this position can be directed to Linda Flanagan at (916) 324-9411 or lindaflanagan@dpa.ca.gov

SUBMIT APPLICATIONS/RESUMES TO:

Linda Flanagan
Department of Personnel Administration
Classification and Compensation Division
1515 S Street, North Bldg.
Sacramento, CA 95811

PLEASE WRITE RPA#09-038 ON YOUR STD. 678 STATE APPLICATION.

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.